



SIGNS

I. WHY IS A BUILDING PERMIT REQUIRED FOR A SIGN?

A permit or Zoning Certificate of Compliance is required for all signs to control visual clutter and assure signs are safety and properly installed.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

Before a temporary or permanent sign is installed, a permit must be obtained except for painted wall signs and sign face changes. A Zoning Certificate of Compliance or a Certificate of Appropriateness must be obtained for new painted wall signs or sign face changes in Environmental Quality (EQ) or Historic Districts. Even though a certificate of compliance is not required for other painted wall signs and sign face changes, they are strictly regulated by the Zoning Code. Please call the Zoning office at 352-3273 for the regulations appropriate to a particular site. Better yet, apply for a certificate of compliance to receive written Zoning approval prior to painting the sign, thereby avoiding orders to remove or modify the sign.

In addition, signs that are classified as outdoor advertising signs including painted wall signs are licensed by Chapter 895 Cincinnati Municipal Code. See the handout entitled AOutdoor Advertising Signs@ for the information necessary for review and approval.

Contact the following agencies:

Building Code Plans Examination - 352-3313

Zoning Code Administration - 352-3273

Outdoor Advertising Sign Inspections - 352-1552

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit three copies of plans for review, to the Permit and Plan Review, 3300 Central Parkway, Cincinnati, Ohio 45225. The description sheet for Temporary and Portable Signs may be submitted in lieu of plans for temporary and portable signs complying with Sections 1473-207 and 1473-2 of the Cincinnati Zoning Code. The plans shall include the following:

A. Plot Plan - Drawn to scale showing:

1. The amount of street frontage per business
2. Distance (in feet) from sign to lot lines and structures
3. North arrow
4. Location and description of existing and proposed signs

B. Sign Illustrations

1. The size and shape of the sign
2. Details of how the sign is to be supported, attached, anchored, connected, braced, including foundations for poles, sign sections, etc.; indication of existing and proposed materials; design loading specifications (wind, soil bearing capacity); structural calculations or stamped drawings may be required.
3. The message and height of letters on the sign
4. Lamp location (if the sign is not illuminated, indicate on plans)

NOTE: Per City Municipal Code #502-22; signs shall not display symbols which could be confused for traffic control devices or, if illuminated, they shall not display flashing red, amber, or green lights. It is preferable that these colors not be used at all in sign lighting.

C. Electrical or Lighting Information

All electrical devices and circuitry must be tested and listed by an approved organization -UL or other. A separate electrical permit is required (contact Inspection Bureau Incorporated (IBI), at 381-6080).

D. Reduced Fee from Small Signs

Wall signs not above the second story and ground signs including portable signs not greater than 6 feet above grade qualify for a minimum fee of \$60 plus a 3% state surcharge fee when the size of the sign is less than 50 square feet in area, has an installed valuation of less than \$3,000 and the plans are on 8-1/2 x 11 inch sheets.

IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application. Upon receipt of the necessary approvals, the permit staff will notify the applicant that the permit is ready and the balance of the permit fee will be due.

IF YOU AS THE OWNER OF THE BUSINESS MOVE OR GO OUT OF BUSINESS, YOU SHOULD TAKE DOWN YOUR SIGN---RELOCATED SIGNS REQUIRE A PERMIT.

V. INSPECTIONS REQUIRED (24-hour minimum notice)

- A. Foundation Inspection - If a footing is needed, the excavation must be inspected for depth and size before the concrete is placed; call 352-3267.
- B. Sign Mounting/Attachment Inspection - If the sign is attached to a standard or other structure, please call 352-3267.
- C. Electrical Inspection - If the sign is illuminated or wired for electricity, contact IBI at 381-6080.
- D. Final Inspection - When all work is completed call 352-3267.

IT IS YOUR RESPONSIBILITY TO CALL FOR ALL INSPECTIONS.

VI. TEMPORARY AND PORTABLE SIGNS

Temporary signs shall be limited to one sign per tenant on any street frontage. They shall not extend into the right-of-way or exceed four feet in any dimension. Use is limited to not more than four permits per year and said sign shall be removed within 24 hours of the expiration date of the permit.

Temporary signs require a permit each time the sign is placed on the property. The sign must be properly installed, anchored, electrically wired and inspected each time.

**CONTACT THE DEPARTMENT OF PUBLIC WORKS (352-5331) FOR SIGNS
IN THE PUBLIC RIGHT OF WAY.**

VII. DESCRIPTION SHEET FOR TEMPORARY AND PORTABLE SIGNS

Address

Location on the Lot

(As an alternative, submit a basic site plan)

Dates Sign will be Displayed

(Not to exceed 30 days)

Sign Dimensions

Type of Sign

- ☐ Fabric (Not to exceed 4 feet any dimension)
- ☐ Decoration or Banner
(promoting a civic or charitable event or cause)
- ☐ Portable (Placed or parking on a lot)

Message & Graph

Or ☐ See Attached Graphic

Conditions Agreed to

- 1) No other temporary or portable sign for this tenant.
- 2) Not located in public right-of-way
- 3) Sign will be removed within 24 hours of expiration date
- 4) Sign will be attached or anchored to withstand wind loads specified in the code and will be modified if required by the Building Inspector
- 5) Electric to portable signs will be inspected by Inspection Bureau Inc. (381-6080) prior to illumination.
- 6) Sign will not obstruct means of egress, fire lanes, or windows required for light and ventilation.

Signature of Applicant
